

## **SHARED FACILITIES HIRE BOOKING FORM 2018**

Shared use for individual riders only of the arenas as listed below for a day between the hours of 8:00am and 8:00pm.

### **HIRER CONTACT DETAILS**

Name: \_\_\_\_\_  
Postal Address: \_\_\_\_\_  
Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Phone number \_\_\_\_\_ E-mail: \_\_\_\_\_

### **Shared Use - \$20/day/horse**

	No of Horses	X \$20	Total
Please select arena:		X \$20	
<b>Indoor Arena</b> <b>Outdoor Sand Arena</b> <b>Warm up Arena</b>			

### **DATES REQUIRED:**

Date:	Time From / To:

### **INSURANCE**

Attached is a copy of my current certificate of insurance (Equestrian Australia)

Please check the Equine Centre Booking Calendar for available free times: <http://science.csu.edu.au/centres/equine/bookings/calendar>.

Hirers must register at the Equine Centre Office during office hours prior to riding.

Payment for shared hire is to be paid at the Equine Centre Office by EFTPOS prior to riding, unless otherwise arranged. Office hours are 9:00 am to 1:00pm Monday to Friday.

You will be sent the code for the gate by text message to enable entry within 24 hours of your specified riding time.

**ACCEPTANCE OF TERMS & CONDITIONS**

I, as the Hirer agree to the conditions of use.

If I fail to honour my obligation to this debt, I also agree to pay any reasonable costs incurred by CSU incidental to debt recovery. If I have any dispute regarding the debt, or service provided, a written appeal/complaint must be submitted within one week of the invoice date.

I hereby certify that the foregoing information is complete and correct.

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**PRIVACY STATEMENT:**

I acknowledge that Charles Sturt University has informed me, in accordance with the Privacy and Personal Information Protection Act 1998 (NSW), that certain items of personal information about me contained in this application, and permitted to be kept on a credit information file, might be disclosed to a credit reporting agency for the administration and collection of fees.

If I am unhappy with the way Charles Sturt University have handled, or failed to handle, my personal information, I may apply to have the matter reviewed by lodging a formal application to the University Secretary, whose address is: University Secretary, CSU, The Grange, Panorama Ave, Bathurst NSW 2795.

**NAME OF DEBTOR:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CONDITIONS OF USE FOR HIRERS – Please read and sign before submitting your form****Conduct and Cleanliness**

- Any damages caused by the Hirer must be reported immediately to the Equine Centre Manager. The cost of any repairs will be invoiced to the Hirer.
- All areas used must be left in a clean and tidy state. If the areas are left in an untidy state, the Hirer will be charged a cleaning fee of \$100 per area.
- Manure, hay and rubbish must be picked up from all areas, including arenas. Manure and hay is to be placed on the designated muck heap. Wheelbarrows must be emptied after every use and returned, along with brooms and rakes, to the ends of the stable blocks.
- Stables must be left cleaned out.
- Stable bookings must be made through Nominate at the following website: <http://www.nominate.com.au/stables/VenueIntroduction.aspx?vid=382>

**Insurance and safety**

- The Hirer must provide the Equine Centre with a copy of their current certificate of insurance.

- I understand and acknowledge that horse sports are a dangerous activity and that horses can act in a sudden and unpredictable (changeable) way, especially if frightened or hurt.  
I understand and acknowledge that serious INJURY or DEATH may result from horse sport activities and in particular from events in which I participate. I agree that I PARTICIPATE at my OWN RISK.  
I agree not to drink alcohol or take drugs prohibited by law before or during the use of the facility.  
I understand that by signing this document constitutes a complete and unconditional release of all liability to Charles Sturt University, to the greatest extent allowed by law in the event of me and/or the children under my care, suffering injury or death.  
By signing this document I confirm having read and understood the contents of this disclaimer
- In the event of an accident/incident or near miss an incident report form must be completed, signed and returned to the security within **24 hours** of incident. Incident report forms can be found hanging in the amenities kitchen (building 114) and conference room (building 129). Security must be called if an ambulance is required to ensure the ambulance finds incident location, all security personnel are first aid trained and carry a defibrillator in their vehicle. Blue security phones are located at building 121 and 129, lift the handle or dial 1800931633 on your mobile phone.
- Children under the age of 16 must be supervised by a responsible adult at all times whilst on CSU Equine Centre premises.
- The Equine Centre shall not be liable for the safety of any goods or equipment, or the loss of or damage to such goods and equipment during the period of use or stored at the Equine Centre throughout the year.
- Current Australian Safety Standards Approved safety helmets must be worn at all times whilst riding, unless specifically approved otherwise by the Equine Centre Manager or his delegate at their absolute discretion, according to the Hirer's insurance policy.
- All persons handling horses must wear boots of solid construction.
- Dogs must be restrained on a leash at all times.
- All gates on the Equine Centre must be left as they are found.
- Vehicles must proceed slowly in any area of the Equine Centre, the speed limit is 10km/hr.
- Horses **MUST NOT** be tied to stable doors or arena walls. Stallions must not be tied up unattended at any time. Stallions must be adequately identified at all times.

### ***Use of the Equine Centre***

- Temporary yards may not be erected on any part of the Equine Centre without the express approval of the Equine Centre Manager or his delegate.
- If the indoor arena lights are turned on by a Hirer, they must be turned off at the completion of their use. Once turned off, the lights must be allowed to fully cool down before being turned back on (allow at least 30 minutes).
- Horses are NOT allowed on the banks of the indoor arena.
- No horse is to be placed in a yard or stable without express prior permission from the Equine Centre Manager or his delegate.

### ***Administration***

Payment must be made prior to riding at the Equine Centre office by EFTPOS. Office hours are 9:00 am to 1:00pm Monday to Friday.

**SIGNATURE:**

**DATE:**

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